

CITY OF ROCHESTER
BUREAU OF HUMAN RESOURCE MANAGEMENT

EXAM APPLICATION FEE STATEMENT

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| APPLICATION FEE: \$15.00 |
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ONLY APPLICATIONS WITH PAYMENT RECEIVED WILL BE REVIEWED.

PAYMENT DUE DATE:

1. **ANNOUNCED EXAMS** - Fee due at time of application; **NO FEES** WILL BE ACCEPTED **AFTER DEADLINE** DATE FOR APPLICATIONS.
2. **UNANNOUNCED EXAMS** - Fee is due upon date specified in written notice which will be mailed to candidates.

THERE WILL BE NO REFUND OF FEES IF YOU DO NOT QUALIFY FOR AN EXAM OR IF YOU FAIL TO APPEAR FOR THE EXAMINATION.

TO PAY BY MAIL:

COMPLETE & SEND THE BOTTOM SECTION OF OF THIS STATEMENT AND A CHECK OR MONEY ORDER PAYABLE TO: CITY TREASURER (NO CASH).

ENCLOSE YOUR EXAMINATION APPLICATION IN THE GREEN ENVELOPE OR IN ANOTHER ENVELOPE ADDRESSED AS FOLLOWS:

CIVIL SERVICE EXAM ADMINISTRATION
BHRM
PO BOX 14270
ROCHESTER, NY 14614-0270

Payment Verification

TO PAY IN PERSON: PLEASE COMPLETE **BOTH** SECTIONS 1 & 2
AND TAKE with CASH, CHECK, OR MONEY ORDER
TO THE CASHIER'S OFFICE ON THE MAIN FLOOR OF CITY HALL
BEFORE 4:00 PM on closing date of the exam announcement.

Take **this verified paid statement WITH the APPLICATION**
to Room 103A, City Hall, 30 Church Street, Rochester, New York.

① EXAM TITLE: _____
EXAM#: _____
NAME: _____
ADDRESS: _____
SS#: _____

(DETACH HERE ↗)

PLEASE PRINT!!

\$15.00

② EXAM TITLE: _____
EXAM #: _____
NAME: _____
ADDRESS: _____
SS#: _____

CITY OF ROCHESTER
BUREAU OF HUMAN RESOURCE MANAGEMENT

APPLICATION FEES
FOR CIVIL SERVICE EXAMINATIONS

SCOPE

The application fee will be charged only for **open-competitive examinations** which are announced.

WAIVER OF FEE

The application fee will be waived for persons receiving **FULL** Public Assistance (Home Relief or Aid to Dependent Children).

The procedure for obtaining the waiver is as follows:

INDIVIDUALS RECEIVING FULL PUBLIC ASSISTANCE:

You must obtain a letter from your worker stating that you are on full assistance. Fees will not be waived for those candidates receiving only Medicaid, food stamps or partial assistance.

INDIVIDUALS ENROLLED IN THE B.E.S.T. PROGRAM/CITY OF ROCHESTER

You must obtain a confirmation letter from the B.E.S.T. (Basic Employability Skills Training) Program office to verify that you are a candidate/graduate of that program.

INDIVIDUALS RECEIVING INTENSIVE SERVICES OR TRAINING THROUGH THE ROCHESTERWORKS! AGENCY:

You must obtain a letter from an Employment Specialist at RochesterWorks! verifying that you are receiving Intensive Services or Training at RochesterWorks!.

REFUND/RETURN OF EXAM FEE

Examination Fees will be refunded or returned **ONLY** for the following reasons:

- if candidate does not submit an application for the examination
- if an application is received or postmarked after final filing date (late)
- if it is an application for an exam that is not scheduled
- if the candidate presents an acceptable fee waiver after payment is processed
- if an examination is cancelled, with no alternative date scheduled